

## **DETENTION OFFICER**

### **POLICE DEPARTMENT**

All candidates are welcome to apply for this position. However, the current vacancy will be filled by a female candidate in compliance with the California Board of State and Community Corrections, Title 15, Division 1.

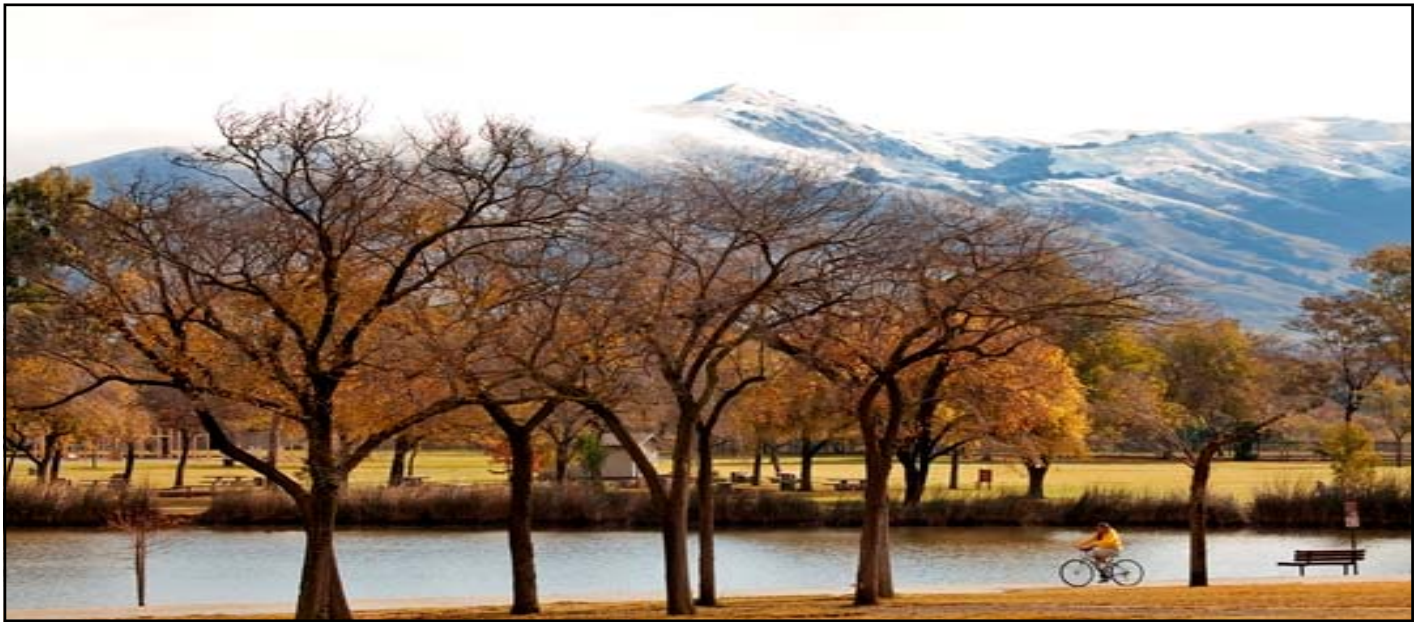
**Do you enjoy the challenge of working in a structured, fast-moving environment? Can you use your exceptional organizational and multi-tasking skills to provide a safe and secure environment in the detention facility? Then, the Police Department may be the place for you!**



**The first review of applications will be  
June 8, 2015**

**Interested candidates are encouraged to apply immediately**

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## ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs nearly 900 regular employees and has an annual operating budget of approximately \$160 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## THE POSITION

As a team member in the City of Fremont Detention Facility, the Detention Officer will perform technical support duties in police department prisoner detention work. The successful candidate will join the highly trained and professional staff of the Detention Facility in ensuring a safe and secure environment for prisoners while safeguarding their constitutional rights and the rights of others.

## EXAMPLES OF DUTIES

- Search and book prisoners.
- Take fingerprints and photographs.
- Take custody of prisoner's property and issue property receipts.
- Instruct prisoners in detention procedures, including telephone call rights.
- Maintain safe and effective custody of prisoners.
- Keep and complete a variety of records and reports.
- Enter and receive a variety of information from law enforcement computer information networks.
- Receive bail money.
- Release prisoners when and as authorized, and complete related records.
- Observe prisoners for medical symptoms and initiate action to provide medical care when necessary.
- Ensure that prisoners are properly fed, clothed and otherwise cared for.
- Perform a variety of other duties in support of the police department detention functions.



## CANDIDATE PROFILE

Successful candidates will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge, skills and abilities would be: graduation from an accredited high school (GED or CHSPE may be substituted for a high school diploma) and some public contact experience.

The Fremont Police Department is searching for an effective team player who is able to multi-task in a fast-paced work environment. The Detention Officer must be able to learn the basic operating procedures of a modern police department and detention facility, as well as the laws, policies and regulations related to detention facility operation. In addition, the successful candidate will be able to communicate effectively with people from a variety of socio-economic backgrounds.

Possession of a valid Class C California Driver's License is required at time of appointment.

### Special Requirements

The Fremont Detention Facility is required by law to maintain a specific ratio of male and female Detention Officers (California Board of State and Community Corrections, Title 15, Division 1). Therefore, the initial selection process will focus on filling the current vacancy with a female candidate. However, due to an anticipated additional vacancy, any candidate interested in the Detention Officer position is welcome to apply.





### Tentative Recruitment Schedule

First Review of Applications: June 8, 2015

Written Exam: June 30, 2015

Oral Board Interviews: July 15, 2015

### COMPENSATION & BENEFITS

The annual salary is \$55,515- \$67,469 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,672 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Teamsters Local 856 represented position with a probationary period of twelve (12) months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

### HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**The City of Fremont is an Equal Opportunity Employer.**

HUMAN RESOURCES DEPARTMENT  
City of Fremont  
3300 Capitol Avenue, Building B  
Fremont, CA 94538  
Phone: (510) 494-4660



## **DETENTION OFFICER - SUPPLEMENTAL QUESTIONNAIRE**

### **GENERAL INFORMATION:**

The completion of this supplemental questionnaire is required for your application to be considered for the Detention Officer position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Detention Officer. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

**Your responses must be verifiable with the information on your application.**

### **DIRECTIONS:**

When you apply online you will be asked to respond to the following questions:

1. Are you a female applicant?
  - ☐ Yes
  - ☐ No
2. Are you a male applicant?
  - ☐ Yes
  - ☐ No
3. What is your highest level of education?
  - ☐ Did not complete high school
  - ☐ High school diploma or equivalent
  - ☐ Associate's degree
  - ☐ Bachelor's degree or higher
4. How many years of professional work experience do you possess in a position that requires extensive contact with the public?
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1 year to less than 2 years
  - ☐ 2 years to less than 3 years
  - ☐ 3 years or more